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ABSTRACT

The resource guide presents educators' reviews of instructional materials and resources related to adult and family literacy education, including workplace literacy. Materials reviewed include commercially available classroom materials, Internet sites, computer software, videotapes, and audiotapes. The materials reviewed were drawn from a survey of adult educators, commercial sources, and a scan of Internet resources. The guide has four main sections covering materials for family literacy, workplace literacy, community and citizenship education, and personal growth and daily living skills. A final section reviews materials appropriate for instructor use but incorporating materials for learners. Information contained in the reviews includes instructional level, availability of a teacher's guide, material types, reviewer rating, and availability, in addition to basic bibliographic information, publisher, and competencies targeted. A scan of a single page form the materials may also be included. An explanation of ratings and sample rating forms are included. (MSE) (Adjunct ERIC Clearinghouse on Literacy Education)

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ED 460 649

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PRODUCT

1998 Adult Competencies Resource Guide

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Cheryl Keenan

FL 801 321

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1998 Adult Competencies Resource Guide

Table of Contents

	Page
ACKNOWLEDGEMENTS	1
INTRODUCTION	2
EXPLANATION OF RATINGS	5
MATERIALS EVALUATION FORMS	7
REVIEW OF MATERIALS	
COMMUNITY/CITIZENSHIP	
Celebrate With Us	11
Critical Reading Skills	12
Postcards	13
B.J. Pinchbeck's Homework Helper	14
On Your Own: Writing Process	15
CNN Newsroom World View	16
Themes in Reading	17
Interactive Learning Resources	18
FAMILY LITERACY	
Ablest Plus	19
Essential School Language	20
Family Connections 1 & 2	21
Remembering	22
Family Math	23
Rosalie's Neighborhood	24
Getting Healthy & Staying Healthy	25
Breast Cancer and the Environment: A Curriculum Guide	26
Making Decisions : Managing Your Money	27
Making Wise Buys; The Check is in the Mail: A Share of the Market	28
Parenting Skills Through Children's Literature	29
Teach Your Children: Learning Differences	30

WORKPLACE LITERACY

Basic Skills At Work: The Factory Mystery 31

Dilemma's in the Workplace 32

Making Good Career & Life Decisions/ Effective Strategies for Career Success 33

Math in the Workplace 34

New Careers On Line 35

Read to Work: Service & Retail 36

Teamwork In the Classroom: A Student Guide to Collaborative Learning 37

Thinking Tools: Academic, Personal, and Career Application 38

Workplace Basics: Teaching the ABC's of the Career World Using Math, Social Studies and Language Arts 39

You Be the Reporter 40

A Day in the Life 41

PERSONAL GROWTH

Reading Horizons-Discover Intensive Phonics 42

Language Tune-Up Kit 43

Larabees Bridge To Adult Literacy 44

New Writer's Voices 45

Goodman's Five-Star Stories: More Twists 46

Communicating with Confidence 47

Reading in the Content Areas 48

Literacy Link 49

Smart Solutions 50

Professional Resources

CLASSROOM 51

OTAN ONLINE 52

Study Web 53

Publisher's Information

Material's Index 54

Publisher's Index 56

Publisher's Addresses 58

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Sherry Royce, Editor, Focus Publications

Carol Molek, Director, Tuscarora Intermediate Unit and Job Training Center

Merrill David, Assistant Director, Mid-State Literacy Council

Andree Catalfamo, Graduate Assistant, Penn State's Institute for the Study of Adult Literacy

Penny Willard, Even Start Instructor, Mifflin County Even Start

Angela Colyer, Even Start Instructor, Mifflin County Even Start

We would also like to thank the publishers who willingly donated materials for review and who will donate copies of selected materials to the Pennsylvania Adult Literacy Resource Centers and the Professional Development Centers. We appreciate their cooperation and patience while waiting for the reviews to be completed. Publishers' contact information is located at the back of the binder.

Additional copies of this publication are available from:	
AdvancE 333 Market Street 11th Fl. Harrisburg, PA 17126-0333 Telephone: 800-992-2283 Fax: 717-783-5420	Western PA Adult Literacy Resource Center 5347 William Flynn Hwy. Gibsonia, PA 15044-9644 Telephone: 800-446-5607 Fax: 412-443-1310

Introduction

A compilation of peer-reviewed instructional resources is not a new concept for Pennsylvania's adult educators. With the support of Adult Education Act Section 353 funds, Sherry Royce directs FOCUS, producing newsletters that describe peer-reviewed Section 353 products from Pennsylvania as well as from other states. Over the years, she also has produced a series of annotated bibliographies of Adult Basic and Literacy Education (ABLE) learner resources, the most recent being *The 1994 ABLE Curriculum Guide for ESL Practitioners* and the *1994 ABLE Curriculum Guide: A Resource Listing for ABLE Practitioners*. This resource guide follows a similar structure by having adult educators review commercially available materials and Section 353 products; however, we have included a broader array of Internet sites, computer software, videotapes, and audiotapes than have previous guides. Research suggests that multimedia instructional materials are not only effective in engaging adult learners but also support learners who learn more effectively when multiple senses are tapped.

How Were Materials Selected?

Materials reviewed for this guide were obtained from 1) adult educators who responded to a survey and listserv inquiries, 2) a review of commercially available materials and Section 353 products developed since the completion of Dr. Royce's 1994 guides, and 3) a scan of Internet instructional resources. Our goal was to include materials not previously reviewed and those that appeared to have merit but were not widely used in Pennsylvania. We also wanted adult educators to look at instructional materials in terms of their potential use in a contextualized learning environment and linked competencies identified in the 1997 Adult Learner Competencies project. In other words, we asked, "How could I use the materials as part of a family literacy or a workplace literacy curriculum?" and "Which adult learner competencies are covered in these materials?"

How Are Materials Arranged?

The *1998 Competencies Resource Guide* is arranged by adult context and by learner skill levels described in the 1997 Adult Learner Competencies product. As a result, the guide is composed of four main sections, covering materials focusing on family literacy, workplace literacy, community/citizenship, and personal growth. These sections mirror the National Institute for Literacy's *Equipped for the Future* adult roles, although personal growth in incorporated with the family role in their model. A final review section includes resources more appropriate for instructors but incorporating materials for learners. Within sections, materials are arranged in order from the basic to advanced skill level with materials that can be used at all levels at the back of each section.

Each review provides information useful in selecting and obtaining the materials. The right-hand side of each page contains a bar with *icons* for easy reference[1]. These icons provide information on the level of the material, availability of a teacher's guide, and

[1] A list of the icons and their meanings can be found on the next page.

type(s) of material. The icons also indicate if the material received an 80% or higher reviewer rating or whether the material is available through the State Literacy Resource Centers. Each page also includes three *text boxes*. The text box at the upper left-hand side provides the title, author, a brief description, and copyright date. The information in the lower left-hand box gives the user information pertaining to the publisher or developer and on the adult learner skill competencies covered in the materials. Depending on the publishers' policies, the lower right-hand box will contain a scan of a single page from the material. This sample page offers instructors a glimpse of the text's appearance and content. Internet sites follow a slightly different format, as they do not include publisher information or a scanned page; however, these pages do include icons for reference, location of the site, and a review of the content. Information on publishers is located at the end of the guide. We have not included costs or hardware requirements for software, since today's publishers often package materials to meet the varying needs of programs and instructors. Contact the publishers for specific requirements.

How Can Practitioners Use the Guide and Reviewed Resources?

Depending on commercially available — and rather generic — materials as the focus for learners' instructional plans most often does a disservice to adult learners. Research suggests that individuals learn best when concepts are connected and logically organized. This approach assists learners in linking prior knowledge to new concepts, thereby reinforcing the concepts and building knowledge. Based on this research as on effective practice, programs have begun to explore contextualized instruction, such as workplace literacy, to address learners' need for instruction based on their roles as adults. In contextualized instruction, knowledge and basic skill building are integrated, so learners build knowledge as they practice targeted skills. Practitioners, therefore, might use this guide to identify resources that can be used effectively in a program using — or considering — contextualized learning.

Will This Guide Be Updated?

A shortcoming of printed guides such as this is that new resources, particularly Internet and computer software, change rapidly, making print guides — like computer hardware — obsolete almost immediately. Although this project ended in June 1998, a resource guide is, in fact, a work in progress. To be the most useful, reviews of this type should be completed on a regular basis. For example, the guide could become an Internet site in which practitioners post reviews of new materials as they and their students use them. In this way, the guide would remain current and would reflect both practitioners' and learners' reactions to the materials. With that said, it is hoped that this particular guide will be useful in planning basic skills instruction in family, work, and community contexts.

Icons for the 353 Resource Guide

Levels

A All levels

1 Basic

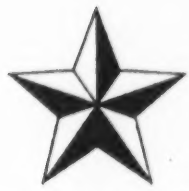
2 Intermediate

3 Advanced

ESL English as a second language

Teacher's guide available

Available through SLRC*

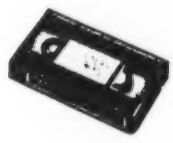


Rating of 80% or more

Type of Matrials:

Text

Cassette



Video

Workbook

CAI

Internet site

SLRC: AdvancE State Literacy Resource Center and Western Pennsylvania Adult Literacy Resource Center

Explanation of Ratings

Two rating forms were used in evaluating resources: *Materials Evaluation* and *Internet Evaluation*. The resources selected were rated on the following criteria.

Goals and Objectives - 15 points HPS (highest possible score) Materials; 10 points HPS Internet

A good book has a purpose. It knows where it's going and how to get there through a well-planned scope, sequence, and content. Its goals and objectives are clearly stated and defined so that the instructor and, in the best of books, the student are aware of both learning target and anticipated outcome. Suggestions for pre-assessment and post-assessment are included so that placement is accurate and progress can be measured.

Validity of Construction - 9 points HPS Materials; 6 points HPS Internet

Are the authors of the books qualified both in terms of experience working with their subject matter and with adults? The best material has been field tested in the target setting and refined to fit the audience.

Content of Materials - 24 points HPS Materials; 12 points HPS Internet

Is the content sequential in difficulty? Is there consistency in format and approach throughout the units? Skills should be introduced, developed fully in explanation, and practiced enough for the student to learn. Content should be taught in depth to ensure initial mastery of the material. In the best texts, content is recycled and re-taught throughout the text because students learn best through multiple treatments.

An additional component of a quality resource is respect and empowerment. Not only should topics be interesting and the work challenging, but the best books respect the learners' ability and encourage their independence. Tasks and exercises will be explained fully so that learners could do these at home with little or no teacher guidance. There should be an answer key included in the text to encourage students to move ahead at their own pace and to encourage learning independence. When students and instructors pick up the material, is it attractive and approachable? Adult learners need to like the materials.

Objectivity - 9 points HPS (Not included as part of the Internet review)

Respect and empowerment for the adult learner go hand-in-hand with recognition of the present role and the past, often overlooked, importance of women and minorities in American society and history. Respect for the adult learner is evident through the presentation of language, pictures, characters, and underlying philosophy. Empowerment can be seen in the author's presentation of characters that model the adult learners' resources of self and community.

Components and Organization - 12 points HPS
Graphics/Interactivity - 10 points HPS

Many adult educators work part time and find themselves limited in the time they can spend on preparation for class. Materials which are well-organized are likely to be used effectively. Therefore, the best materials are clear in their presentation and have each unit organized in a predictable manner.

The advent of well-designed CAI (computer assisted instruction) programs and Internet access call into question how much money should be spent on such materials and access. Recognizing that not every ABLE program has computer capability or the funding needed for software or Internet access, we still reviewed and recommend software and websites for programs using or considering the addition of computer supported instruction.

Teacher Materials - 15 points HPS materials; 8 points HPS Internet

The scope and quality of teacher support materials, such as manuals and answer keys, varies widely. In some cases, such as enrichment readers, no support materials are available. Reviewers considered the value of such support when examining the selected materials.

The rating system was adapted from Sherry Royce's *ABLE 94 Curriculum Guide*, project #99-4016, available from Pennsylvania's State Literacy Resource Centers.

MATERIALS EVALUATION FOR CURRICULUM GUIDE

I. GENERAL INFORMATION

TITLE:_____							
PUBLISHER_____							
AUTHOR(S):_____							
I. LEVEL		**II. CONTEXT**		**III. SETTING**		**IV. FORMAT**	
Basic		Family		Individual		Text	
Intermediate		Workplace		Classroom		Workbook	
Advanced		Citizen/ Community		Self-Directed		Cassette	
other		Personal				Video	
ESL						CAI	
						Reference	

V. COMMENTS:

DATE RECEIVED:		
DATE RETURNED:		
RECOMMENDED	YES	NO

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CHECKLIST FOR EVALUATING INSTRUCTIONAL MATERIALS

(Strong = S; Adequate = A; Weak = W; Non-applicable = N/A)

GOALS AND OBJECTIVES	S	A	W	N/A
1. Purpose and rationale fully explained				
2. Goals and objectives clearly identified				
3. Content directed to stated goals and objectives				
4. Procedures include ways to determine learner's readiness				
5. Assessment of student achievement included				
VALIDITY				
6. Authors appear to be qualified				
7. Materials have been field-tested				
8. Evaluation of materials used				
CONTENT OF MATERIALS				
9. Concepts well developed and sequentially developed				
10. No confusing and/or conflicting concepts				
11. Skills sequenced, introduced, and reviewed				
12. Major points clearly identified				
13. Audio-visual elements integrated				
14. Reading level is appropriate for learner in this program				
15. Materials can be worked with independently or with minimum help				
16. Content will stimulate and challenge learners				
OBJECTIVITY				
17. Information is factual				
18. No racial, sexual or religious bias				
19. Portrayal of racial, religious, and ethnic groups builds understanding, appreciation, and acceptance				
COMPONENTS AND ORGANIZATION				
20. Materials are not too large, bulky, or complex				
21. Materials are relatively easy to use				
22. Materials are well designed and packaged				
23. Materials are reasonably priced*				
TEACHER MATERIALS				
24.Adequate teacher guides or manuals provided				
25. Special in-service training is not required				
26. Provisions for teacher-learner interaction				
27. Suggestions for related learning activities are included				
28. Suggestions and instructions for meeting needs of learners				
SUMMARY AND RECOMMENDATIONS				
29. Materials would make a meaningful addition to the classroom				
30. Materials do what they are intended to do				
31. I recommend the purchase of these materials				

EVALUATOR_____**DATE**_____

*Reasonably priced for the type of material being considered.

This form was adapted from the ABLE 94 Curriculum Guide, editor Sherry Royce.

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EVALUATION OF WEBSITES FOR CURRICULUM GUIDE

I. GENERAL INFORMATION

URL: _____	
HOST: _____	
TITLE: _____	

I. LEVEL		II. CONTEXT		III. SETTING	
Basic		Family		Individual - Independent Use	
Intermediate		Workplace		Classroom	
Advanced		Citizen/ Community		Student with Tutor	
other		Personal		Cooperative or project based learning	
ESL				Professional Development	

V. COMMENTS:

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DATE RECEIVED:		
DATE RETURNED:		
RECOMMENDED	YES	NO

CHECKLIST FOR EVALUATING WEBSITES

URL:_____

GOALS AND OBJECTIVES	YES	SOME	NO	N/A
1. Are purposes, goals and objectives clearly stated?				
2. Are directions available on-line?				
3. Can instructions be reviewed at any time?				
4. Is there only one type of activity available on the site?				
5. Is assessment of student achievement included?				
VALIDITY				
6. Is content based on sound adult education principles?				
7. Is content accurate, free from errors, up-to-date?				
8. Is content free of racial/gender/age/ethnic or other stereotypes?				
MATERIALS				
9. Are there levels of use or difficulty?				
10. Are lesson content and directions appropriate to intended reading level?				
11. Are the umber of questions appropriate?				
12. Is correct spelling, grammar, and punctuation used?				
13. Can the student(s) control presentation rate/sequence?				
14. Is printed information available to compliment the site?				
GRAPHICS/INTERACTIVITY				
15. Is the use of graphics and sound appropriate for adult learners?				
16. Do sound and graphics enhance the experience?				
17. Are displays easy to read?				
18. Is this website highly interactive?				
19. Does it use this medium well?				
TEACHER MATERIALS				
20. Teacher materials and instruction is available?				
21. If so, are they useful and easy to read?				
22. Are there provisions for teacher-learner interaction?				
23. Suggestions for related learning activities are included				
SUMMARY AND RECOMMENDATIONS				
24. Overall, is this website and its content suitable and useful for adult learners?				
25. Does this website do something more or better than what is already available?				
26. Does the website achieve its defined purpose?				
27. I recommend the use of this website?				

EVALUATOR_____ **DATE**_____

This form was created by Sherry Royce.

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Title: *Celebrate With Us*

Author: James H. Kennedy

Description:

This workbook is designed for use with ESL students and would be a good supplement to a standard ESL text. The materials might also be useful for instruction with adults at the basic level. Although reviewers thought the book could use additional holidays, they felt the text was well laid out and included useful information on common traditions and holidays celebrated in the United States.

The workbook includes activities covering vocabulary, comprehension, writing, critical thinking, and discussion. The activities are varied to make the lessons interesting. Although the workbook does not have a separate teacher's guide, it does include notes about the exercises and an answer key.

Copyright: 1995

1

basic

ESL

workbook

Publisher: Contemporary
Address: Two Prudential Plaza
Suite 1200
180 North Stetson Avenue
Chicago, Illinois 60601-6790

Telephone: 800-621-1918
Fax: 800-998-3103

Website/email:
http:/
www.jamestownpublishers.com
ntcpub@tribune.com

Applicable Competencies:
Basic: Reading 1,4,7,8
Speaking 1,3,4

Look at the month of May on a calendar. When is Mother's Day?

What do you see in the pictures?

Are these people happy or sad?

Learn these words with your teacher.

brunch	florist	tray
business	parent	express
corsage	relaxation	

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Contemporary/Jamestown

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Title: *Critical Reading Skills*

Author: Henry Billings; Melissa Billings

Description:

This set of eight high interest reading books includes *Disasters!, Phenomena, Monsters, Heroes, Eccentrics, Apparitions, Aliens & UFOs, and Calamities.* Written for the intermediate to advanced learner, they make great supplemental reading materials. The topics chosen would be especially interesting to young adults.

The stories in each book increase in difficulty from the intermediate level to more advanced as students' skills increase. Each story has a quiz at the end for practice in finding main ideas, analyzing the text, and using words precisely. Each book includes introductory information for teachers on using the units effectively as well as an answer key, progress graphs, and charts for recording reading speed.

Copyright: 1987

2

intermediate

workbook

Publisher: Contemporary/ Jamestown

Address: Two Prudential Plaza
Suite 1200
180 North Stetson Ave
Chicago, IL 60601-6790

Telephone: 800-621-1918

Fax: 800-998-3103

Website/email:
www.jamestownpublishers.com
ntcpub@tribune.com

Applicable Competencies:
Intermediate:
Reading 1-8

UNIT 6

Mahatma Gandhi: The Peaceful Way

To most people, salt is just something to sprinkle on popcorn. But to the people of India, salt is something special. It is a symbol of their struggle for independence from Britain. It is a symbol of the Salt March of 1930, which was a turning point in that struggle. And it is a symbol of Mahatma Gandhi, the man who led the Salt March.

Gandhi believed that India should be a free country. He did not like seeing his people ruled by foreigners. The Salt March was his way of protesting one aspect of British rule. The British had passed a law making it illegal for the people of India to collect their own salt. Everyone was required to buy salt from the British. In early 1930, Gandhi believed it was time to break that law. He decided to walk to the sea to gather his own salt. "Swaraj [freedom] is the right of every Indian," he declared. "Even the poorest of the poor must feel that it is his own raj [rule]. Swaraj is the right to self-government. It is self-rule and self-restraint. Swaraj is the right to self-government. It is self-rule and self-restraint. Swaraj is the right to self-government. It is self-rule and self-restraint

Title: *PostCards*

Author: Curriculum Associates

Description:

This program won the 1997 Media Methods Portfolio award and the approval of our reviewers. This computer program provides the excitement of a world tour and the experience of "surfing the Net" in the classroom.

The exercises prepare students to write in a systematic way and help new writers to write from different points of view. The Internet site gives students additional information and the opportunity to explore the countries in depth. Internet access, however, is an optional feature and is not required when using the program. Teacher materials are also included with the program.

Copyright: 1997

2

intermediate

high

CAI

guide

Publisher: Curriculum Associates
Address: P.O. Box 2001
North Billerica, MA 01862-0901

Telephone: 800-225-0248
Fax: 800-366-1158

Website/email:
http://www.curriculumassociates.com
cainfo@curriculumassociates.com

Applicable Competencies:
Intermediate:
Reading 1,2,4,5,6,8
Writing 1,2,3,4
Higher Order Skills 1,2
Extended Literacy 1,3

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Title:	*B.J. Pinchbeck's Homework Helper*	**2** intermediate **3** advanced **ESL**
Host:	Bruce and B.J. Pinchbeck	
URL:	http://www.tristate.pgh.net/~pinch13/	
Other Content Areas:	Workplace, Personal	
Settings:	Independent; Classroom; Student w/ tutor; Cooperative learning; Professional development	Internet site

Description:

This site's main value is as a home page, classifying and linking 440 valuable and professional Websites in the areas of news and current events, math, science, social studies, English, history, music and art, computers and the Internet, and foreign languages. It also includes a reference section and "playtime" for children and adults (a plus for family literacy programs). This site, developed by a father and son team from Pennsylvania, has won 102 Web awards.

The links vary in degree of reading difficulty and allow learners to control the information flow. Some knowledge of using the Internet is essential for individual use, but this would be an excellent tool for cooperative learning, student with teacher/tutor, or classroom presentation.

guide

Title: *On Your Own: Writing Process*

Author: Beverly Chin

Description:

This workbook is meant to be used with the accompanying video. The text is clearly written and organized, and the lessons are well developed and researched. The cover and paper are heavy and unattractive, but the materials seem very useful for writing instruction.

Lessons follow the steps for process writing and include prewriting, revising for organization and style, and editing and sharing. The text provides ideas on how to get started and why to write. The exercises give students ample practice with the concepts taught in each lesson. Teacher materials are available for this series; they were not reviewed for this guide.

Copyright: 1990

3

advanced

high

workbook

video

SLRC

Publisher: Cambridge
Address: 4350 Equity Drive
PO Box 2649
Columbus, OH 43216

Telephone: 800-238-5833
Fax: 614-771-7361

Website/email:
http://www.globefearon.com
info@globefearon.com

Applicable Competencies:
Advanced: Reading 1,2,4,5
Writing 1,2,3
Extended Literacy 1,3,4

Scan Not Available

Title:	*CNN Newsroom World View*
Host:	Turner Learning
URL:	http://learning.turner.com/newsroom/index.html
Other Content Areas:	Family, Workplace, Personal
Settings:	Independent; Classroom; Cooperative learning

3

advanced

Internet site

guide

Description:

This website is recommended for use with adult learners with some reservations. While it is an excellent resource for current news and has the advantage of tying in with CNN programming, it does have some problem areas. In some instances, the professional graphics were distracting and made the content extremely hard to read. The quality of the information available through the links also is uneven. This site can be used by learners individually, but its best use might be as a classroom presentation. This would allow the instructor to preview and select a topic, using it as a critical thinking discussion or as part of a cooperative or project-based learning activity.

Title: *Themes In Reading*

Author: Marilyn Cunningham (Ed.)

Description:

These books are interesting and attractive, featuring short stories from a multicultural group of celebrity writers. The books are arranged in themes; and at the end of each story, there is a short bio on the author. The arrangement of the text encourages students to look beyond basic comprehension and critical reading toward appreciating the value of books. The text provides an opportunity to reflect on how a poem or story affects emotions, as well as what one can learn about friends, relatives, and the world. Reviewers felt these books, although appealing to young adults, have something to say to everyone.

Copyright: 1997

3

advanced

high

text

guide

Publisher: Contemporary/Jamestown
Address: Two Prudential Plaza
Suite 1200
180 North Stetson Avenue
Chicago, Illinois 60601-6790
Telephone: 800-621-1918
Fax: 800-998-3103

Website/email:
http://www.jamestownpublishers.com
ntcpub@tribune.com

Applicable Competencies:
Advanced:
Reading 1,2,4,5,7
Listening 1,2
Writing 1,2
Speaking 1,2
Higher Order Skills 1

Responding to the Essay

▼ Think Back

Why does Bill Cosby have a particularly difficult time finding his glasses this time?

Why does Cosby blame his children for hiding the glasses? Why does he blame his wife?

How would you describe Bill Cosby? What details give you clues about his personality?

▼ Discuss

Cosby states, "I'm just like any typical nuclear physicist. My office may look messy, but I know where every atom is." Do you think he knows where everything is, or is he just saying that to hide his disorganization? Explain.

Like most people, you probably misplace something once in a while. What do you think about as you search for the missing object? What usually happens?

▼ Write

Find the Humor How does Cosby describe his search for his glasses? Reread the essay. Write several paragraphs identifying the humorous parts.

Be Funny Now it's your turn. Write a short essay describing an ordinary event. Think about how Bill Cosby added humor—he used exaggeration, outlandish comparisons, and silly situations. Try to do the same things in your essay.

136 Surprises

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Contemporary/Jamestown

22 BEST COPY AVAILABLE

Title: *Interactive Learning Resources*

Host: CNN San Francisco

URL: http://www.otan.dni.us

Other Content Areas:
Family, Workplace, Personal

Settings: Independent, Classroom, Student w/ tutor, Cooperative learning

A
all

high

Internet site

guide

Description:

This site is apparently maintained by the California Distance Learning Project and OTAN. This is a truly interactive learning resource with a variety of subjects available. The site also provides sound for the viewer with a Real Audio connection. The audio is helpful although the sentences are read too quickly. This ability makes it usable as a group tool for lower level adult readers. There is also the advantage of having full text, edited (simplified) text, and outline features. The outline feature, however, seemed confusing and choppy.

Students receive immediate feedback and have the ability to redo exercises, which should prove helpful. The range of activities is excellent, but if the questions are the same in every issue, it could get boring. A teacher's page with a brief explanation of the site activities and links to other web resources is included. Overall, the site is highly recommended for adult learners and adult educators alike.

Title: *Ablest Plus*

Author: Sherry Royce, Christopher Miller, Patricia Brennecke

Description:

This resource is based on competencies identified as part of the Adult Performance Levels work of the late 1970s. It contains five easy-to-read books and an extensive teacher's guide with over 100 reproducible exercise sheets.

The books cover information on health, jobs, government, money, and the community. They combine real-life photos with text for the new reader. The guide contains strategies to help teachers prepare students for the materials, to teach both ESL and basic level learners, and to assess learner's understanding of the content.

Copyright: 1989

1
basic
ESL

text

guide

SLRC

Publisher: Globe/Fearon
Address: 4350 Equity Drive
PO Box 2649
Columbus, OH 43216-2649

Telephone: 800-848-9500
Fax: 614-771-7361

Website/email:
http://www.globefearon.com
info@globefearon.com

Applicable Competencies:
Basic:
Reading 1,4,5,6,7,8
Writing 1,2
Numeracy 1,2,3,4,5,6,7
Higher Order Skills 1,2

Scan Not Available

Title: *Essential School Language*

Author: Monica Kindig, Renata Laurent

Description:

This project was designed to help ESL parents learn vocabulary and language skills, and to practice oral communication. The materials give parents the chance to become more involved in their children's school by giving them the confidence they need to communicate effectively. Although this resource was designed for parents learning to speak English, it could benefit ABE parents as well.

The guide is organized into 15 topics obtained from interviews with parents and teachers. It discusses correspondence from school and tips for parents from other parents. Situational dialogues help parents become more confident; these dialogues are also recorded on an audiocassette. Short lessons on school-related information also help parents understand the school system.

Copyright: 1995

1
basic
ESL

workbook

cassette

guide

SLRC

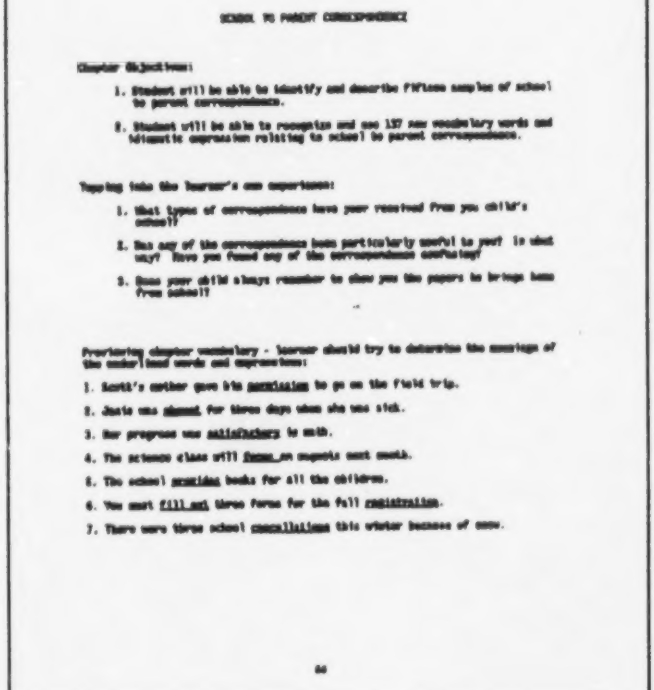
Publisher: Mid-State Literacy Council
Address: 204 Calder Way
State College, PA 16801

Telephone: 814-238-1809
Fax:

Website/email:

Applicable Competencies:
Basic:

Reading 1,4,5,6,7,8
Listening 1,2,3
Writing 3,4
Speaking 1,2,3,4
Higher Order Skills 1,2
Extended Literacy 2,3,4



SCHOOL TO PARENT CORRESPONDENCE

Chapter Objectives:

1. Student will be able to identify and describe fifteen samples of school to parent correspondence.
2. Student will be able to recognize and use 137 new vocabulary words and idiomatic expression relating to school to parent correspondence.

Topics take the learner's own experience:

1. What types of correspondence have your received from you child's school?
2. Has any of the correspondence been particularly useful to you? In what way? Have you found any of the correspondence confusing?
3. Does your child always remember to show you the papers to bring home from school?

Previewing chapter vocabulary - learner should try to determine the meanings of the underlined words and expressions:

1. Scott's mother gave his permission to go on the field trip.
2. Josie was absent for three days when she was sick.
3. Her progress was satisfactory in math.
4. The science class will focus on magnets next month.
5. The school provides books for all the children.
6. You must fill out three forms for the fall registration.
7. There were three school cancellations this winter because of snow.

25 BEST COPY AVAILABLE

Title: *Family Connections 1&2*

Author: Appalachia Educational Laboratory

Description:

Family Connections consists of two volumes. *Family Connections 1* is for families with preschool children. *Family Connections 2* provides information for families with children in kindergarten and early elementary grades. A Spanish version of the guides is also available. This could be a very valuable resource for families and the practitioners who work with them.

Each issue of *Family Connections* includes information for parents, activities, and a read-aloud section. The activities included could be used in the classroom or in the home. Most of the activities require simple resources which could be found in most homes. The activities reinforce children's learning by using things that are familiar to teach new concepts. A teacher's handbook provides an overview of the parents' guides and ideas for using them effectively.

Copyright: 1992-1996

1
basic
ESL

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text

guide

SLRC

Publisher: Appalachia Educational Laboratory, Inc.
Address: PO Box 1348
Charleston, WV 25325-1348

Telephone: 800-624-9120
Fax: 304-347-0487

Website/email:
http://www.ael.org
aelinfo@ael.org

Applicable Competencies:
Basic:
Reading 1,4,5,6,7,8
Listening 1,2,3
Speaking 1,2,3,4

SCAN NOT AVAILABLE

Title: *Remembering*

Author: Lutheran Settlement House Women's Program

Description:

This book offers sensitive and personal accounts of oral histories. The book contains Pennsylvania adult student's stories in a published form that should make a positive impact on students. It would be a meaningful addition to the classroom, providing supplemental materials for use with tutors and students.

The book offers exercises for reading comprehension and basic literacy activities. The exercises for reading comprehension are understandable and well designed. These materials would be good for use with basic literacy learners and could possibly be used with ESL students as well.

Copyright: 1988

1

basic

ESL

workbook

SLRC

Publisher: New Readers Press
Address: PO Box 888
Syracuse, NY 13210

Telephone: 800-448-8878
Fax: 315-422-5561

Website/email:
www.laubach.org/NRP/indexNRP.htm
ewackerow@laubach.org

Applicable Competencies
Basic:

Reading 1,3,4,6,7,8
Writing 1,2,3,4

BEST COPY AVAILABLE

Getting Along

Sharon Sweeney

When I went to school,
I got along better with black people
than I did with the white people.
I used to go to their houses and eat and all.
I grew up in Philly
at Howard and Huntingdon.

When I went to school,
I used to have lots of fights.
The colored girls lived down the street from me,
around the corner,
so we would just go to school together.

I was raised to go out and play.
I wasn't told to stay away from colored people.
You would just go out and play,
so you'd play with them.
I used to have fights with all the white people
because they wanted me to play only with them
and I'd play with anybody.
They just didn't want me to be friends
with the other girls too.
Then the colored girls would come
and stick up for me.

New Readers Press,
US Publication division of Laubach Literacy
Used by permission

Title: *Family Math*

Author: Jean Kerr Stenmank, Virginia Thompson, Ruth Cossey

Description:

This is a fun resource for family literacy programs. The book is well organized and includes many graphics. Parents can share these math activities with their school-aged children.

The book includes hands-on and practical projects and games to improve the skills of both parents and children. Skills include developing an understanding of number order and computation, problem solving techniques, measurement, and informal geometry probability and statistics. The text includes an introduction and an overview. There are references, lists of the math skills covered in grades K-8, planning sheets and lesson plan templates.

Copyright: 1986

1
basic

high

text

Publisher: Lawrence Hall of Science
Address: EQUALS
University of California
Berkeley, CA 94720

Telephone: 510-642-1910
Fax: 510-643-5757

Website/email:

Applicable Competencies:
Intermediate:
Reading 3,4,5
Listening 2
Speaking 2,3
Numeracy 1,2,3,4,5,6

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Regents of the University of California

BEST COPY AVAILABLE

Title: *Rosalie's Neighborhood*

Author: Priscilla Carman, Barbara Van Horn, Margaret Grumm

Description:

Rosalie's Neighborhood is a set of three basic readers and a teacher's guide written for the caregivers of young children. The stories are written with simple vocabulary and provide important information about preventive health, emergency dental care, and communication skills. This series would be of particular value in family literacy programs. It is appropriate for ESL adults as well as ABE students.

The teacher's guide provides many opportunities for students to discuss the issues in each book. It contains ideas for lessons which include filling out a health/immunization card for children and keeping health records. The inclusion of a glossary for medical terms and references to websites that discuss health issues add to the informational resources.

Copyright: 1998

1
basic

high

text

guide

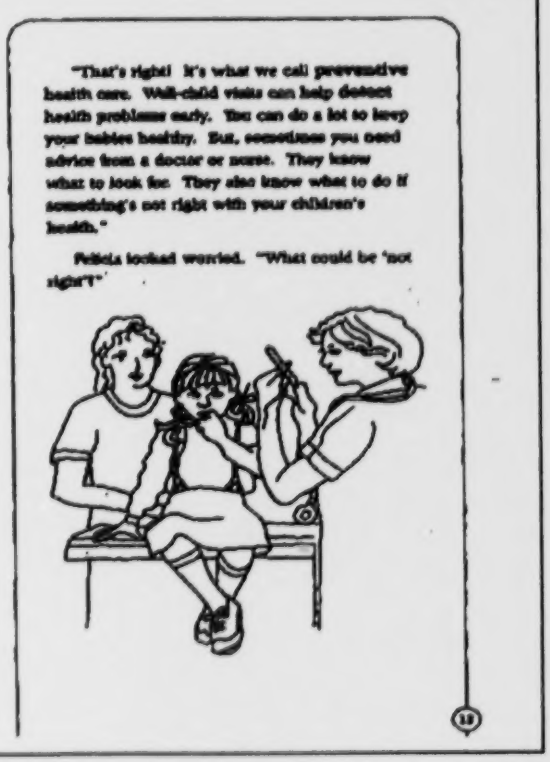
SLRC

Publisher: National Institute for Literacy
Address: 800 Connecticut Ave, NW
Suite 200
Washington, DC 20006-2712

Telephone: 800-228-8813
Fax:

Website/email:
http://www.nifl.gov

Applicable Competencies:
Basic:
Reading 1,3,4,5,6,7,8
Writing 1,2,3,4
Speaking 1,2,3
Higher Order Skills 1,2
Extended Literacy 1,2,3,4


"That's right! It's what we call preventive health care. Well-child visits can help detect health problems early. You can do a lot to keep your babies healthy. But, sometimes you need advice from a doctor or nurse. They know what to look for. They also know what to do if something's not right with your children's health."

Felicia looked worried. "What could be 'not right'?"

BEST COPY AVAILABLE

Title: *Getting Healthy and Staying Healthy*

Author: Gloria Levine

Description:

This workbook is part of the *Skills for Success Series* and would work well in life skills classes. Family literacy programs and community programs for substance abuse education also could use parts of this text. The activities could be used with individuals or a class.

The activities in the workbook are organized, and the main ideas are clearly identified. Information is bulleted to provide easy reference to the main ideas in each chapter. A teacher's guide, which includes teaching suggestions, background information, and reproducible pages, is available.

Copyright: 1994

1
basic

2
intermediate

workbook

guide

Publisher: Globe/Fearon
Address: 4350 Equity Dr
PO Box 2649
Columbus, OH 43216-2649

Telephone: 800-848-9500
Fax: 614-771-7361

Website/email:
http://www.globefearon.com
info@globefearon.com

Applicable Competencies:
Basic:

Reading 5,6,7
Listening 3
Speaking 3
Numeracy 3
Higher Order Skills 1,2
Extended Literacy 1

Scan Not Available

Title: *Breast Cancer and the Environment: A Curriculum Guide*

Author: Michele Sedor, Martha Merson

Description:

This guide is part of the Health Education & Adult Literacy (HEAL) resource kit which contains materials and resources about breast and cervical cancer. It is highly recommended by the reviewers for both students and teachers.

The workbook designed for ABE/GED readers follows the best principles of adult education and reading instruction. The theme of causality between breast cancer, various risk factors, and the environment is carried by "Angela's Story," which unfolds throughout the book. Linked to the story are vocabulary and reading exercises, GED practice, teacher-led discussions, review materials, and activities for adult learners to carry out in the classroom and community. Teacher information includes an introduction and overview as well as well-documented references, resources, and contact groups for more information.

Copyright: 1997

2

intermediate

high

workbook

guide

SLRC

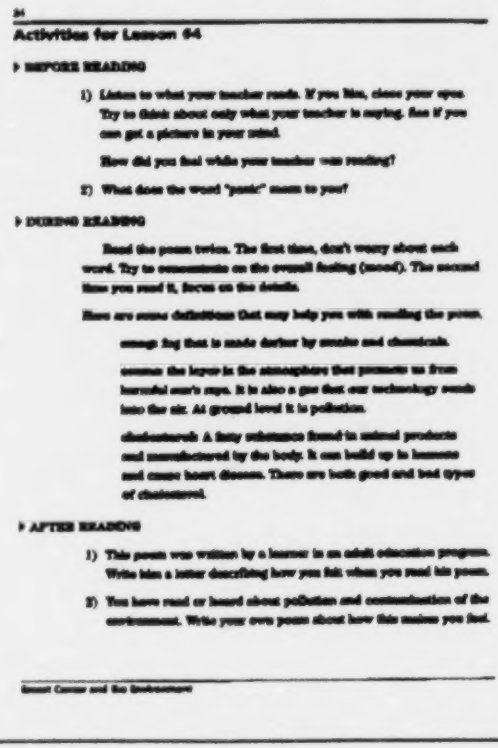
Publisher: World Education
Address: 44 Farnsworth Street
Boston, MA 02210-1211

Telephone: 617-482-9485
Fax: 617-482-0617

Website/email:

Applicable Competencies:
Intermediate:

Reading 1,2,4,5,7,8
Listening 1,2
Speaking 2
Extended Literacy 1,4



Activities for Lesson 64

▸ BEFORE READING

1) Listen to what your teacher reads. If you like, close your eyes. Try to think about only what your teacher is saying. See if you can get a picture in your mind.

How did you feel while your teacher was reading?

2) What does the word "panic" mean to you?

▸ DURING READING

Read the poem twice. The first time, don't worry about each word. Try to concentrate on the overall feeling (mood). The second time you read it, focus on the details.

Here are some definitions that may help you with reading the poem.

smog fog that is made darker by smoke and chemicals

ozone the layer in the atmosphere that protects us from harmful sun's rays. It is also a gas that our technology sends into the air. At ground level it is pollution.

cholesterol A fatty substance found in animal products and manufactured by the body. It can build up in lumens and cause heart disease. There are both good and bad types of cholesterol.

▸ AFTER READING

1) This poem was written by a learner in an adult education program. Write him a letter describing how you felt when you read his poem.

2) You have read or heard about pollution and contamination of the environment. Write your own poem about how this makes you feel.

Breast Cancer and the Environment

BEST COPY AVAILABLE

Title: *Making Decisions: Managing Your Money*

Author: Theresa Flynn-Nason

Description:

This workbook is part of a series on decision making. The other two books are: *Making Decisions Family and Community Life* and *Making Decisions Success on the Job*. This series would be a useful addition for people moving into the workforce.

The workbook contains well-organized and clearly presented information on personal money management. Each chapter includes group and individual activities. Topics include understanding your paycheck, personal budgeting, making purchases, and dealing with banks. The teacher's guide was not reviewed but is available.

Copyright: 1996

2

intermediate

high

workbook

guide

Publisher: Cambridge
Address: 4350 Equity Drive
PO Box 2649
Columbus, OH 43216

Telephone: 800-238-5833
Fax: 614-771-7361

Website/email:
http://www.globefearon.com
info@globefearon.com

Applicable Competencies:
Intermediate:
Numeracy 1-6

Scan Not Available

Title: *Making Wise Buys; The Check is in the Mail; A Share of the Market*

Author: Alan Friedenberg

Description:

This series of three workbooks is an excellent resource for linking academic skills with real life situations. Although they may be a little advanced for self-directed or independent use, they are certainly useful in a classroom or with a tutor.

The workbooks contain a variety of real life math skills for practice. Some of the skills involve determining the best buy at the supermarket and keeping your checkbook balanced. The guides for this series provide the teacher with an overview of the student text, some reproducible pages, and teaching procedures for each of the activities.

Copyright: 1995

2

intermediate

high

workbook

guide

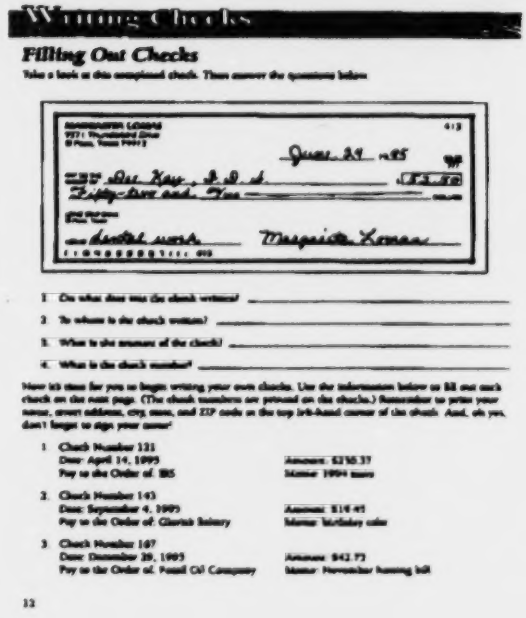
Publisher: Curriculum Associates
Address: PO Box 2001
North Billerica, MA
01862-0901

Telephone: 800-225-0248
Fax: 800-366-1158

Website/email:
http://www.curriculumassociates.com
cainfo@curriculumassociates.com

Applicable Competencies:
Intermediate:

Reading 2,3,4,7
Numeracy 1,2,3,4,5,6
Higher Order Skills 1,2
Extended Literacy 1,3,4



Writing Checks

Filling Out Checks

Take a look at this completed check. Then answer the questions below.

June 29 1995

Dr. Kay, D.D.S. $75.00

Seventy-five and 00/100

dental work Margaret Lomax

1. On what date was the check written? _____
2. To whom is the check written? _____
3. What is the amount of the check? _____
4. What is the check number? _____

Now it's time for you to begin writing your own checks. Use the information below to fill out each check on the next page. (The check numbers are printed on the checks.) Remember to print your name, street address, city, state, and ZIP code on the top left-hand corner of the check. And, oh yes, don't forget to sign your name!

1. Check Number 121
Date: April 14, 1995
Pay to the Order of: IRS
Amount: $250.37
Memo: 1994 taxes

2. Check Number 143
Date: September 4, 1995
Pay to the Order of: Gloria Ivory
Amount: $19.95
Memo: birthday cake

3. Check Number 167
Date: December 29, 1995
Pay to the Order of: Fossil Oil Company
Amount: $42.75
Memo: November heating bill

32

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Title: *Parenting Skills Through Children's Literature*

Author: Judith Aaronson

Description:

This guide is a blueprint for facilitating a course on parenting skills with children's literature as the base. This project was designed to appeal to young parents, however, it could be adapted for other groups.

The aim of the course is to teach parenting skills by opening a dialogue among parents and helping to facilitate family literacy development. The guide offers 16 lesson plans, each based on a selection of children's literature and a specific child development/parenting issue. Parent information is included with each lesson.

Copyright: 1994

2

intermediate

high

text

guide

SLRC

Publisher: Goodwill Industries of Pittsburgh
Address: 2600 East Carson Street
Pittsburgh, PA 15203

Telephone: 412-481-9005
Fax:

Website/email:

Applicable Competencies:
Intermediate:

Reading 1,2,5,6,7,8
Listening 1,2
Speaking 2,3
Higher Order Skills 1,2
Extended Literacy 2,4

Scan Not Available

Title: *Teach Your Children: Learning Differences*

Author: Allison Fisher, Penny Willard

Description:

This guide is part of a series of workshops focused on helping parents identify learning styles, improving communication and advocacy skills, and building assertiveness and self-esteem. These workshop materials could greatly benefit other literacy/education practitioners.

The guide contains workshop outlines and the handouts which are used for each section. The workshops in each section provide parents with insight into the area of learning differences and the activities that might be effective to use with their children.

Co pyright: 1993-94

2

intermediate

high

text

guide

SLRC

Publisher: TIU Adult Education and Job Training Center
Address: 1 Belle Ave., #58
Lewistown, PA 17044

Telephone: 717-248-4942
Fax:

Website/email:

Applicable Competencies:
Intermediate:

Reading 3,4,5
Listening 1,2
Speaking 1,2
Higher Order Skills 1,2
Extended Literacy 1,3,4

SCAN NOT AVAILABLE

Title: *Basic Life Skills At Work: The Factory Mystery*

Author: Micro-Intel

Description:

Basic Life Skills at Work is an interesting and motivational program for building skills in a work context. The program is divided into two parts: *The Factory Mystery Game* and Learning Modules. *The Factory Mystery Game* provides adult learners with the context for problem-solving activities to solve the mystery.

The nine modules give learners practice with punctuation, alphabetical order, homonyms, sentences construction, arithmetic calculations, and reading efficiently. Positive reinforcement is provided, and learners can print their scores. The game format is a clever approach to encouraging students to complete basic skills activities. The teacher's guide provides an overview of the program and the classroom management tools available.

Copyright: 1997

2

intermediate

high

CAI

guide

Publisher: Micro-Intel
Address: 1200 Papineau Ave.
Montreal(Quebec)
H2K 4R5
Canada

Telephone: 800-530-8789
Fax: 514-528-1770

Website/email:
http://www.micro-intel.com

Applicable Competencies:
Intermediate:
Reading 1,2,3,4,5,6,7,8
Listening 1,2,
Numeracy 1,2,3,4,6
Higher Order Skills 1,2

Scan Not Available

Title: *Dilemmas in the Workplace*

Author: Johanna P. Pomeroy

Description:

This computer program is designed to help adults learn to deal with problems that occur at work. The format uses scenarios or stories to provide context for the selected problems. A short computer video clip and relevant sound tell each story. After each story, students answer questions to determine what will happen next. The program gives students the option to go back to the story to look for answers. The guide contains worksheets dealing with synonyms, analogies, and parts of speech.

Copyright: 1997

2

intermediate

workbook

CAI

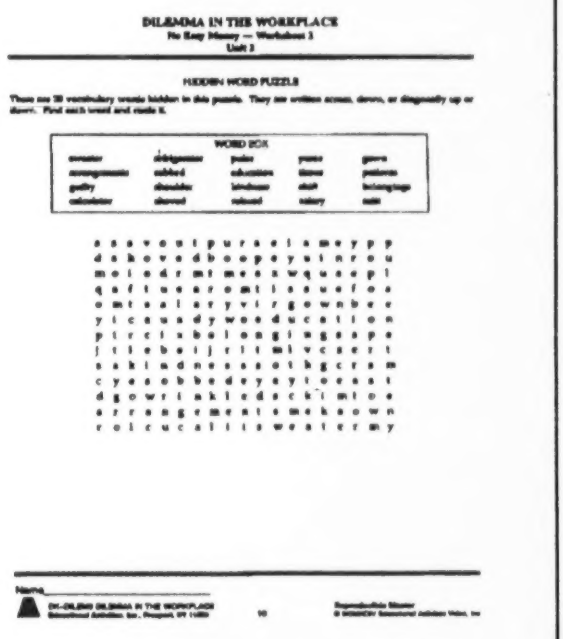
guide

Publisher: Educational Activities
Address: 1937 Grand Ave,
Baldwin, NY 11510

Telephone: 800-645-3739
Fax: 516-623-9282

Website/email:
http://www.edact.com
learn@edact.com

Applicable Competencies:
Intermediate:
Reading 1,2,5,7,8
Listening 1,2
Higher Order Skills 1,2



DILEMMA IN THE WORKPLACE

HIDDEN WORD PUZZLE

WORD BOX

Educational Activities
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37 BEST COPY AVAILABLE

Title: *Making Good Career & Life Decisions/ Effective Strategies for Career Success*

3

Author: Northern Virginia Community College

advanced

Description:

workbook

These workbooks are a fine resource for building career skills for any adult. They are organized, sensible and up-to-date.

Although they are written at an advanced level, their format would work well in a career workshop. A wide variety of topics are included, such as where and how to search for a job and understanding oneself. No specific instructions are included for teachers.

Copyright: 1997

Publisher: JIST
Address: 720 N. Park Ave
Indianapolis, IN
46202

Telephone: 317-264-3720
Fax: 317-264-3709

Website/email:
http://www.jist.com/jist
JISTWorks@aol.com

Applicable Competencies:
Advanced:

Reading 1,2,3,4,5,7
Writing 1,2,3
Speaking 1,2
Numeracy 3,4,5
Extended Literacy 1,2,3,4

Scan Not Available

Title: *Math in the Workplace*

Author: Lynn Geoffrey

Description:

Math in the Workplace is a series of computer programs, each providing instruction on specific topics. *Measuring in Traditional and Metric Units* was reviewed. This program is excellent for independent learners or students requiring repetition or reinforcement.

The program covers various strands useful in a workplace program but interesting to adult learners in other areas as well. The tutorial moves slowly and provides reinforcement for each of the concepts. Reinforcement when errors occur is immediate and carefully spelled out. This program is easily installed, and the teacher software is straightforward and includes an overview of the program, answer keys, and handouts.

Copyright: 1997-98

3

advanced

CAI

guide

Publisher: Educational Activities Inc.
Address: PO Box 392
Freeport, NY 11520

Telephone: 800-645-3739
Fax: 516-623-9282

Website/email:
http:www.edact.com
learn@edact.com

Applicable Competencies:
Advanced:
Numeracy 1,2,3,4,5,6

MATH IN THE WORKPLACE
MEASURING IN TRADITIONAL AND METRIC UNITS

Educational Activities
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39 BEST COPY AVAILABLE

Title: *New Careers On Line*

Host: Government of Saskatchewan and Crown Corporation

URL: http://www.sncc.sk.ca/

Other Content Areas:
Personal

Settings: Student with tutor

3

advanced

Internet site

guide

Description:

This site illustrates the power of the Internet as a resource for advanced adult and workforce students. The purposes, goals, sponsors, and learner objectives are clearly stated. The graphics compliment the written materials and ease the transition from link to link. The content is clear and comprehensive with links to such sites as *The Occupational Handbook* and to self-testing materials. These require close monitoring by the teacher to make them most effective. Teacher support is provided through reference materials for an experienced career counselor or workforce teacher, but no specific directions are given for the novice. Learners and tutors/teachers or counselors should use the materials cooperatively, but no guidance is given for how to accomplish this.

With guidance from an experienced adult educator, this site not only achieves its purpose, it provides instant access to resources that would be expensive and cumbersome to store.

Title: *Read to Work: Service & Retail*

Author: Linda Stern

Description:

This text is part of a series based on competencies found in SCANS, TABE, and CASAS. The activities combine skill building with job-related content. Students can learn about different jobs, and skills needed for those jobs, as they build basic skills.

The text is focused on reading comprehension, including practice exercises on distinguishing fact from opinion, following directions, drawing conclusions, comparing and contrasting, and finding the main idea. The text is engaging and includes a glossary and list of resources. The teacher's guide includes blackline masters, teaching suggestions, and ESL/LEP activities.

Copyright: 1997

3

advanced

high

workbook

guide

Publisher: Cambridge
Address: 4350 Equity Drive
PO Box 2649
Columbus, OH 43216

Telephone: 800-238-5833
Fax: 614-771-7361

Website/email:
http://www.globefearon.com
info@globefearon.com

Applicable Competencies:
Advanced:

Reading 1,2,3,4,5,6,7
Listening 1,2
Writing 1,2,3
Speaking 1,2
Higher Order Skills 1,2
Extended Literacy 1,2,3,4

Scan Not Available

Title: *Teamwork in the Classroom: A Student Guide to Collaborative Learning*

Author: Donna Foster and Curtis Miles

Description:

This text facilitates teaching adults about working in teams. The design of this text lends itself best to a workshop format specifically for helping learners participate more effectively in a group situation.

The text is written at an advanced level; however, it is well laid out and simple to understand. No specific instructions are included for the teacher; however, the format is sequential and objectives are clear.

Copyright: 1995

3

advanced

workbook

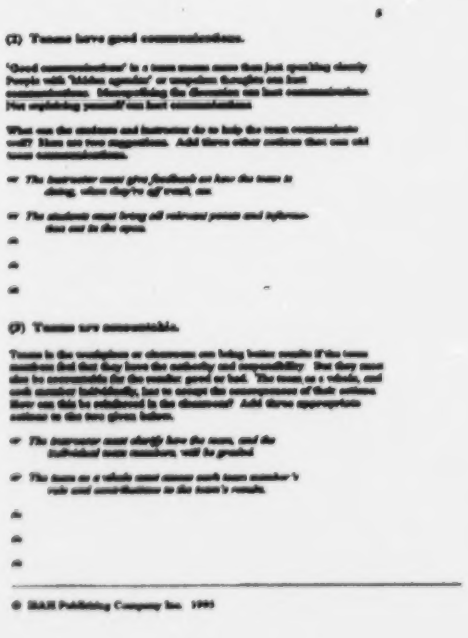
Publisher: H & H Publishing Co.
Address: 1231 Kapp Dr.
Clearwater, FL 34625

Telephone: 813-442-7760
Fax: 813-442-2195

Website/email:

Applicable Competencies:
Advanced:

Reading 4
Listening 1,2
Speaking 1,2
Higher Order Skills 1,2
Extended Literacy 2,3,4



H&H Publication
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BEST COPY AVAILABLE

Title: *Thinking Tools: Academic, Personal, and Career Applications*

Author: Curtis Miles and Jane Rauton

Description:

The intent of this book is to build thinking processes, making readers more aware of and in control of their thinking. The exercises can be completed individually, in teams, and in groups. The text is written very clearly and contains well-developed explanations. Although written at a high level, this text and individual activities could be very useful in the appropriate context. The preface provides an overview of the content. No specific teacher's materials were available.

Copyright: 1990

3

advanced

workbook

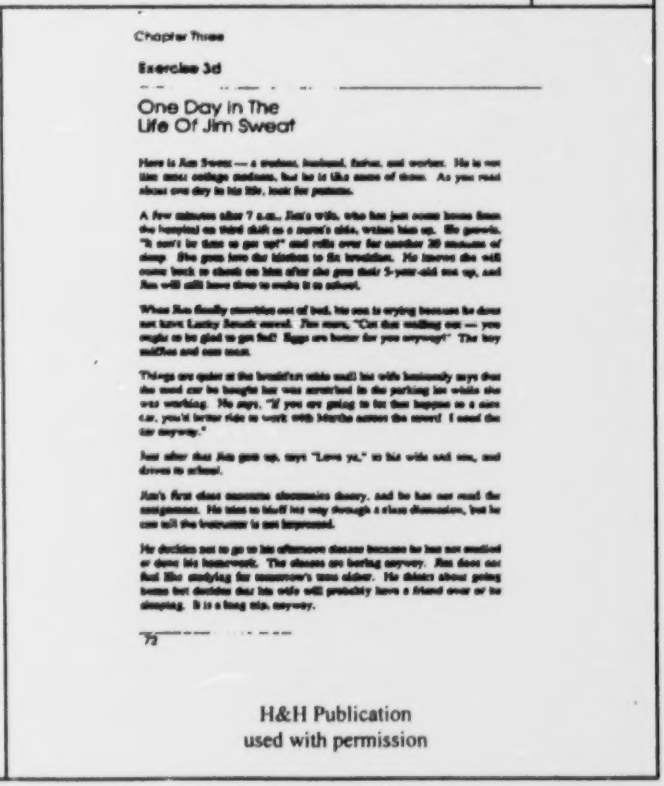
Publisher: H & H Publishing Co.
Address: 1231 Kapp Dr.
Clearwater, FL 34625

Telephone: 813-442-7760
Fax: 813-442-2195

Website/email:

Applicable Competencies:
Advanced:

Reading 1,4,5,6,7
Listening 2
Speaking 1,2
Higher Order Skills 1,2
Extended Literacy 1,4



Chapter Three

Exercise 3d

One Day in The Life Of Jim Sweat

Here is Jim Sweat — a student, husband, father, and worker. He is not like most college students, but he is like some of them. As you read about one day in his life, look for patterns.

A few minutes after 7 a.m., Jim's wife, who has just come home from the hospital on third shift as a nurse's aide, wakes him up. He growls, "It isn't to time to get up!" and rolls over for another 20 minutes of sleep. She goes into the kitchen to fix breakfast. He knows she will come back in check on him after she gets their 5-year-old son up, and Jim will still have time to make it to school.

When Jim finally stumbles out of bed, his son is crying because he does not have Lucky Smurk cereal. Jim says, "Can that whining out — you ought to be glad to get fed! Eggs are better for you anyway!" The boy sniffles and eats mush.

Things are quiet at the breakfast table until his wife hesitantly says that she need car he bought but was scratched in the parking lot while she was working. He says, "If you are going to let that happen to a nice car, you'd better ride to work with Martha across the street! I need the car anyway."

Just after that Jim gets up, says "Love ya," to his wife and son, and drives to school.

Jim's first class concerns chromosome theory, and he has not read the assignment. He tries to bluff his way through a class discussion, but he can tell the instructor is not impressed.

He decides not to go to his afternoon classes because he has not studied or done his homework. The classes are boring anyway. Jim does not find life studying for tomorrow's tests either. He debates about going home but decides that his wife will probably have a friend over or be sleeping. It is a long trip, anyway.

72

H&H Publication
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BEST COPY AVAILABLE

Title: *Workplace Basics: Teaching the ABC's of the Career World Using Math, Social Studies and Language Arts*

Author: Kevin G. Kuckkan

Description:

This workbook is geared toward teaching career education in an interesting, realistic, and integrated format. It could be used with a class or an individual, or used to supplement already existing curricula.

This text contains a series of activities, a vocabulary list with definitions of concepts, and a list of relevant websites. The introduction gives teachers an overview of the workbook and an answer key is included the back of the workbook. Mr. Kuckkan has also published a similar text called *Career Basics: An Integrated Approach to Career Exploration and Workplace Skill Development.*

Copyright: 1996

3

advanced

high

workbook

Publisher: Creative Educational Publishing
Address: PO Box 268
Burlington, WI 53105

Telephone: 800-517-1128
Fax: 414-767-1034

Website/email:
CreatEdPub@aol.com

Applicable Competencies:
Advanced:

Reading 1,2,3,4,5,7
Writing 1,2,3
Speaking 1,2

Scan Not Available

Title: *You Be The Reporter*

Author: George Ridgeway

Description:

This program would work well in a classroom using computer assisted instruction. It may be used with individual students or as a self-directed program with assistance rendered as needed

The interesting and stimulating activities in this software would enhance advanced students' writing skills. The program develops students' ability to organize facts, write direct sentences, well-organized paragraphs, and news articles. It also contains a bookmark feature, enabling students to begin where they left off. Although, this program may be complex to set up, it is easy to use once installed.

Copyright: 1995

3

advanced

CAI

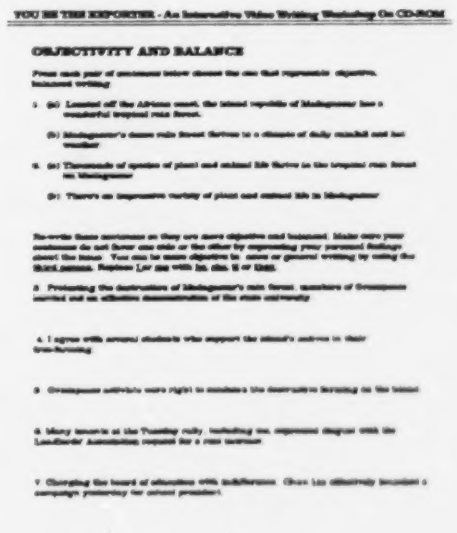
guide

Publisher: Educational Activities Inc.
Address: PO Box 392
Freeport, NY 11520

Telephone: 800-645-3739
Fax: 800-366-1158

Website/email:
http:www.edact.com
learn@edact.com

Applicable Competencies:
Advanced:
Writing 1-4
Higher Order Skills 1,2
Extended Literacy 1,2,3,4



YOU BE THE REPORTER - An Interactive Video Writing Workshop On CD-ROM

OBJECTIVITY AND BALANCE

Educational Activities
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BEST COPY AVAILABLE

Title: *A Day in the Life...*

Author: Institute for the Study of Adult Literacy
The Pennsylvania State University

Description:

A multimedia format enhances this workforce assessment and instructional program. It provides entry-level information for five basic job domains: food, health, maintenance, retail, and clerical. The program, using interactive scenarios to teach reading, math, and problem-solving, should be motivational and effective with students.

While students control their exploration of the program, teachers are provided a detailed reporting system that can be accessed to fine-tune instruction and determine student level. This program would work well with a wide variety of learners. Teachers materials are available with the software; however, no further information was available.

A
all levels

high

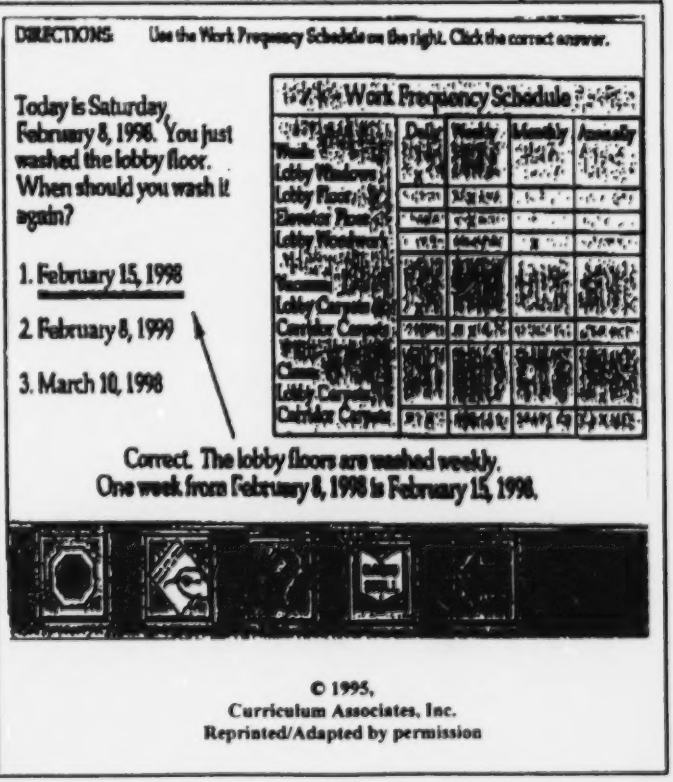
CAI

guide

Copyright: 1995

Publisher: Curriculum Associates
Address: P.O. Box 2001
North Billerica, MA
01862-0901
Telephone:
800-225-0248
Fax:
800-366-1158
Website/email:
www.curriculumassociates.com
cainfo@curriculumassociates.com

Applicable Competencies:
All Levels:
Reading 1-8
Numeracy 1-6


DIRECTIONS: Use the Work Frequency Schedule on the right. Click the correct answer.
Today is Saturday, February 8, 1998. You just washed the lobby floor. When should you wash it again?
1. February 15, 1998
2. February 8, 1999
3. March 10, 1998
Work Frequency Schedule
Correct. The lobby floors are washed weekly. One week from February 8, 1998 is February 15, 1998.

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BEST COPY AVAILABLE

Title: *Discover Intensive Phonics*

Author: HEC Software INC.

Description:

Like other phonics systems, this could work for some students but would best be used with other reading methods. Although reviewers thought it could prove helpful, they were wary of the cost of such products.

This phonics system is well organized, systematic, and easy to follow. Classroom materials are available for adult learners. Materials include a manual with answer sheets, a work pack, and reverse listening cards.

Copyright: 1997

1
basic

CAI

guide

Publisher: HEC Software
Address: 3471 South 550 West
Bountiful, Utah
84010

Telephone: 800-333-0054
Fax: 801-295-7088

Website/email:
http://www.hecsoft.com
hecsoftinc@aol.com

Applicable Competencies:
Basic:
Reading 1,3,4,5,6,7

Scan Not Available

Title: *Language Tune-Up Kit*

Author: Glencoe/McGraw-Hill

Description:

The *Language Tune-Up Kit* is a very basic program which helps adults build sight word vocabulary and skills in reading sentences and short paragraphs. Although the activities in the program could prove helpful for some students, the repetition may bore others.

This program uses phonics skills and works on beginning, middle, and ending sounds. The software contains five sections with 87 lessons. Some activities require a microphone to be most effective. The program gives the learner reinforcement, hints, and visual clues. Records can be kept for each student and reports can be printed. Teacher's materials are available but were not reviewed.

Copyright: 1996

1
basic

CAI

guide

Publisher: Micro-Intel
Address: 1200 Papineau Ave.
Montreal(Quebec)
H2K 4R5
Canada

Telephone: 800-530-8789
Fax: 514-528-1770

Website/email:
http://www.micro-intel.com

Applicable Competencies:
Intermediate:
Reading 1,2,3,4,5,6,7,8
Listening 1,2,
Numeracy 1,2,3,4,6
Higher Order Skills 1,2

Scan Not Available

Title: *Larrabee's Bridge to Adult Literacy*

Author: Mindplay

Description:

This computer program is a comprehensive review of phonics skills which adult learners can use on their own or in a lab. This software seems most appropriate for adult learners under the age of 25.

While the program is graphic, interactive, and provides the learner with plenty of practice, the graphics may be viewed by some adult learners as inane. There are 47 lessons each divided into six activities. The activities include an introduction, word building, listen and find, reading, writing, and spelling. The Quick Start option gives teachers and students an overview of program use.

Copyright: 1997

1

basic

CAI

Publisher: Mindplay
Address: 160 W. Ft. Lowell
Tucson, AZ 85705

Telephone: 800-221-7911
Fax: 520-888-7904

Website/email:
http://www.mindplay.com
mindplay@rtd.com

Applicable Competencies:
Basic:
Reading 1,3,4,5

Scan Not Available

Title: *New Writers' Voices Series*

Author: Sarah Kirshner

Description:

Two selections from the series were reviewed: *Changes* and *Never Say Good-bye*. Adult learners will be able to relate to these wonderful books. The text is a collection of writings by adult new writers. These books would work well in a group setting where they could be discussed and read for pleasure.

The selections are interesting, engaging, well-packaged, and inspiring. No discussion questions or guidance for teachers is provided.

Copyright: 1993

1

basic

text

Publisher: New Readers Press
Address: PO Box 888
Syracuse, NY 13210

Telephone: 800-448-8878
Fax: 315-422-5561

Website/email:
www.laubach.org/NRP/indexNRP.htm
ewackerow@laubach.org

Applicable Competencies:
Basic:
Reading 7
Speaking 1,2,3,4

My Feelings

Anonymous, *California*

Every time I say I'll change.
To you it seems I lie.
But honestly, from the heart,
I swear I really try.
I have this fear
That comes from deep inside
That I'll always be alone
With no one by my side.
So I've gone through life doing things
To get attention on me.
I wish I could be myself
And finally be set free.
I have a lot of love inside
And that's without a doubt.
I wish that I could open up
And let those feelings out.

34

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US Publication division of Laubach Literacy
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Title: *Goodman's Five-Star Stories: More Twists*

Author: Burton Goodman

Description:

These classic short stories by well-known authors each have a twist to the ending. These stories, ranging from the basic level to the upper intermediate, are appropriate for improving students' thinking skills and literary understanding

Exercises following each of the stories are organized using "TWIST" as a cue: telling about the story, watching for new vocabulary, identifying story elements, selecting words from the story, and thinking about the story. Included with each story is a chart for students to track their progress. Teacher notes provide answers to all exercises in the series and provide teaching strategies.

Copyright: 1993

1
basic
2
intermediate

workbook

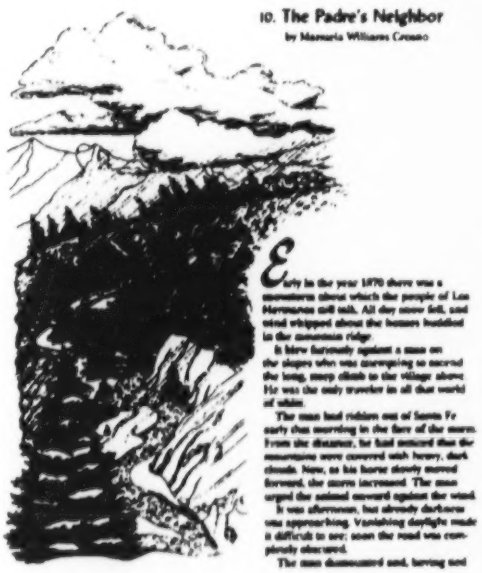
guide

Publisher: Jamestown/Contemporary
Address: Two Prudential Plaza
Suite 1200
180 North Stetson Ave
Chicago,IL 60601-6790

Telephone: 800-621-1918
Fax: 800-998-3103

Website/email:
http://www.jamestownpublishers.com
ntcpub@tribune.com

Applicable Competencies:
Basic:
Reading 1,4,5,6,7,8
Writing 3


10. The Padre's Neighbor

Jamestown/Contemporary
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51 BEST COPY AVAILABLE

Title: *Communicating with Confidence*

Author: Theresa Flynn-Nason

Description:

This workbook is part of a series on self-esteem. Self-esteem is important in all areas of life, and effective communication is an intricate part of this.

The activities are clearly written and well organized. The lessons can be adapted to fit with other lessons on positive job interviews, respect, phone communication, and communicating with friends and family when there is a problem. Lessons stress the positive as well as the negative sides of communication. Activities provide many opportunities for students to practice what they have learned. The teacher's guide includes reproducible pages and suggestions for ESL/LEP activities.

Copyright: 1996

2

intermediate

ESL

workbook

guide

Publisher: Cambridge
Address: 4350 Equity Drive
PO Box 2649
Columbus, OH 43216

Telephone: 800-238-5833
Fax: 614-771-7361

Website/email:
http://www.globefearon.com
info@globefearon.com

Applicable Competencies:
Intermediate:
Speaking 1,2,3
Extended Literacy 2

Scan Not Available

Title: *Reading in the Content Areas: Literature*

Author: Margaret Duckett

Description:

This series includes two books on reading literature; only Level 1 was reviewed. It contains a diverse collection of well-known, quality literature that can provide a wealth of meaningful reading for adult readers.

The text includes a variety of genres, including poetry, short stories, drama, novels, and non-fiction. Each unit includes an introduction to the genre and some guidelines on reading. Each selection starts with a brief introduction that asks students to read for a specific purpose. The teacher's guide was not available for the review.

Copyright: 1990

2

intermediate

text

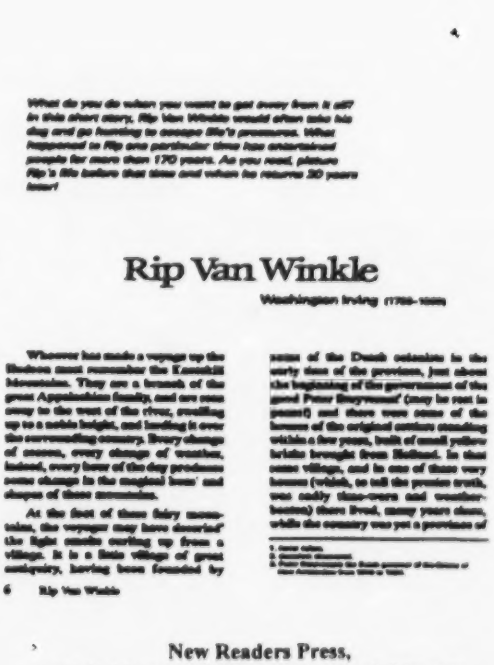
guide

Publisher: New Readers Press
Address: PO Box 888
Syracuse, NY 13210

Telephone: 1-800-448-8878
Fax: 315-422-5561

Website/email:
www.laubach.org/NRP/indexNRP.htm
ewackerow@laubach.org

Applicable Competencies:
Intermediate:
Reading 1,2,5,6,7,8
Writing 1,2,3



Rip Van Winkle

New Readers Press,
US Publication division of Laubach Literacy

53 BEST COPY AVAILABLE

Title: *Literacy Link*

Host: PBS: Public Broadcasting System with KET, NCAL, Kentucky Department of Education

URL: http://www.pbs.org/learn/literacy

Other Content Areas:
Family, Workplace, Community/Citizenship

Settings: Student w/ tutor, Cooperative learning, Professional development

3

advanced

high

Internet site

guide

Description:

This site, funded by a grant from the US Department of Education Star Schools Program, is creating an integrated instructional system of video and online computer technology to help adult students advance their GED and workplace skills. It includes *LitHelper,* an online assessment tool that will generate an Individual Education Plan (IEP) and provide learners with information about appropriate literacy programs and resources in their geographic area. Other components offer instruments for ongoing assessment of learners' progress, facilitating periodic revisions of IEPs. *PeerLit* provides links to evaluated websites with information of value to GED students. Material is classified according to the 5 GED topic areas. Literacy Link includes topics of interest to practitioners and adult learners, ranging from black history and the Holocaust to Chicano literature, and fitness and health. Other topics address writing résumés and creating a biography. Only quality sites are included, ordered from"best" to "good". The site includes rating criteria for evaluating websites.

Title: *Smart Solutions Comprehensive Math Review*

Author: Cathy Fillmore Hoyt

Description:

This workbook is one in a series of texts written to improve math skills. The series is appropriate for use in preparing students for standardized tests.

The workbook contains a pretest and a posttest for assessment of student knowledge. The book also contains five units which are well laid-out. The explanations in each unit are understandable and well referenced. The topics included in this text are whole number review; decimals and money; fractions, percents, and ratios; data and measurement; and algebra and geometry. Answers to the problems are included in the back of the book. The teacher's guide provides step by step instructions for additional activities. The guide was not reviewed.

Copyright: 1997

3

advanced

high

workbook

guide

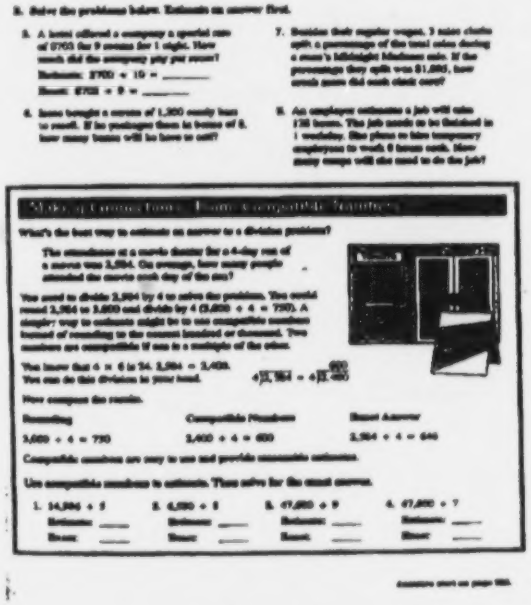
Publisher: New Readers Press
Address: PO Box 888
Syracuse, NY 13210

Telephone: 800-448-8878
Fax: 315-422-5561

Website/email:
www.laubauch.org/NRP/indexNRP.htm
ewackerow@laubauch.org

Applicable Competencies:
Advanced:

Reading 1,2,3
Numeracy 1,2,3,4,5,6
Higher Order Skills 1,2
Extended Literacy 1,4



New Readers Press,
US Publication division of Laubach Literacy
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Title: *CLASSROOM*

Host: Classroom Connect

URL: http://www.classroom.net/Grades/

Other Content Areas:
Personal

Settings: Professional development

2
intermediate

3
advanced

Internet site

guide

Description:

This site offers a full range of K-12 educational resources, some of which are useful to adult learners and practitioners. The link to EdView, sponsored by Kelloggs, leads to high school subjects, to reading and writing, and finally to ESL, where there are 124 citations/activities for the ESL learner, complete with pronunciation for many items. Several of the links required sign-up and a fee in order to use the information. The site is difficult for a student to navigate, but a teacher with some time and stamina could find a wealth of information here.

Title: *OTAN ONLINE*

Host: Outreach and Technical Assistance Network (OTAN), California Department of Education

URL: http://www.otan.dni.us/

Other Content Areas: Personal

Settings: Student with tutor, Professional development

3

advanced

Internet site

guide

Description:

OTAN is designed to provide technical assistance, electronic communication, and access to information for adult education providers in California. However, it also provides public access to Adult Education Regional Centers, a document and reference library, course outlines, lesson plans, codes and regulations, and curricula resources. Visit its site map first to learn what is reserved for OTAN members and what is available to all.

The teacher's area offers course outlines, lesson plans, materials lists, classroom activities, research and methodology, and information about adult education and technology vendors. The lesson plans area is organized according to California Department of Education standards. Plans are submitted by teachers, edited by OTAN staff, and vary in content and usefulness. The materials section lists adult education newsletters and periodicals. The educational software section offers suggestions for evaluating software as well as TESOL CALL, an annotated list of software in use by English for Speakers of Other Languages teachers and marketed for English as a Second Language.

This information summarizes only one section out of nearly 30 areas with information for adult educators. This site has received well-deserved praise in adult education circles.

Title:	*Study Web*
Host:	American Computer Resources, Inc.
URL:	http://www.studyweb.com/
Other Content Areas:	Family, Workplace, Personal
Settings:	Independent; Student w/ tutor; Cooperative learning: Professional development

3

advanced

Internet site

guide

Description:

This site has rapidly emerged as one of the Web's most bookmarked educational research sites. The information is sorted according to the appropriate grade level which makes it a valuable tool for teachers looking for lesson plan and curriculum ideas. The variety of subjects and categories should allow most users to narrow in on a topic for a report, find background material for a story, begin research for a paper, or just increase their knowledge of a particular subject. The information for each topic also notes the presence of downloadable or printable images for use as visual aids.

The "Teachers at Work" site features over 1600 educational sites that have been reviewed and rated. They are classified by subject matter from arts to social studies, with separate listings for technology education and education resources. Under Curriculum Resources, you will find links to art, earth studies, geography, math, reading and literature, science, and social studies.

Index

TITLE	PAGE	Additional AdvancE SLRC holdings, 5/99
A		
A Day in the Life	41	✓
Ablest Plus	19	
B		
**BJ Pinchbeck's Homework Helper*	14	
Basic Life Skills At Work: The Factory Mystery	31	✓
Breast Cancer and the Environment: A Curriculum Guide	26	
C		
**CNN Newsroom World View*	16	
Celebrate With Us	11	
**CLASSROOM*	51	
Communicating with Confidence	47	
Critical Reading Skills	12	✓
D		
Dilemma's in the Workplace	32	✓
Discover Intensive Phonics	42	
E		
Essential School Language	20	
F		
Family Connection 1&2	21	
Family Math	23	✓
G		
Getting Healthy and Staying Healthy	25	
Goodman's Five-Star Stories: More Twists	46	✓
I		
**Interactive Learning Resources*	18	
L		
Language Tune-Up Kit	43	✓
Larabee's Bridge to Adult Literacy	44	
**Literacy Link*	49	

M		
Making Decisions: Managing Your Money	27	✓
Making Good Career & Life Decisions/Effective Strategies for Career Success	33	✓
Making Wise Buys; The Check is in the Mail; A Share of the Market	28	✓
Math in the Workplace	34	✓
N		
**New Careers On Line*	35	
New Writers Voices Series	45	✓
O		
**OTAN ONLINE*	52	
On Your Own: Writing Process	15	
P		
Parenting Skills Through Children's Literature	29	
PostCards	13	
R		
Read to Work: Service & Retail	36	
Reading in the Content Areas: Literature	48	✓
Remembering	22	
Rosalie's Neighborhood	24	
S		
Smart Solutions Comprehension Math Review	50	✓
**Study Web*	53	
T		
Teach Your Children: Learning Differences	30	
Teamwork in the Classroom: A Student Guide to Collaborative Learning	37	
Themes in Reading	17	
Thinking Tools: Academic, Personal, and Career Applications	38	
W		
Workplace Basics: Teaching the ABC's of the Career World	39	
Y		
You Be the Reporter	40	✓

*Internet sites

Publisher's Index

PUBLISHER	TITLE	©	PAGE
Appalachia Educational Laboratory, Inc.			
	Family Connection 1&2	1996	
Cambridge			
	Communicating with Confidence	1996	
	Making Decisions: Managing Your Money	1996	
	On Your Own: Writing Process	1990	
	Read to Work: Service & Retail	1997	
Creative Educational Publishing			
	Workplace Basics: Teaching the ABC's of the Career World	1996	
Curriculum Associate			
	PostCards	1997	
	A Day in the Life	1995	
	Making Wise Buys; The Check is in the Mail; A Share of the Market	1995	
Educational Activities			
	Dilemma's in the Workplace	1997	
	Math in the Workplace	1997	
	You Be the Reporter	1995	
Globe/Fearon			
	Ablest Plus	1989	
	Getting Healthy and Staying Healthy	1994	
Goodwill Industries of Pittsburgh			
	Parenting Skills Through Children's Literature	1994	
H & H Publishing Co.			
	Teamwork in the Classroom: A Student Guide to Collaborative Learning	1995	
	Thinking Tools: Academic, Personal, and Career Applications	1990	

HEC Software		
	Discover Intensive Phonics	1997
Jamestown/Contemporary		
	Celebrate with Us	1995
	Critical Reading Skills	1987
	Goodman's Five-Star Stories: More Twists	1993
	Themes in Reading	1997
JIST		
	Making Good Career & Life Decisions/Effective Strategies for Career Success	1997
Lawrence Hall of Science		
	Family Math	1986
Micro-Intel		
	Basic Life Skills At Work: The Factory Mystery	1997
	Language Tune-Up Kit	199
Mid-State Literacy Council		
	Essential School Language	1995
Mindplay		
	Larabee's Bridge to Adult Literacy	1997
National Institute for Literacy		
	Rosalie's Neighborhood	1998
New Reader's Press		
	Reading in the Content Areas: Literature	1990
	New Writer's Voices Series	1993
	Remembering	1988
	Smart Solutions Comprehension Math Review	1997
TIU Adult Education and Job Training Center		
	Teach Your Children: Learning Differences	1993
World Education		
	Breast Cancer and the Environment: A Curriculum Guide	1997

Publisher's Addresses

Contemporary/Jamestown
12 Cavalier Drive
Ambler, PA 19002

Creative Educational Publishing
PO Box 268
Burlington, WI 53105

Curriculum Associates
PO Box 2001
North Billerica, MA 01862-0901

Educational Activities, Inc.
1937 Grand Avenue
Baldwin, NY 11510

H & H Publishing Co.
1231 Kapp Dr.
Clearwater, FL 34625

HEC Software
3471 South 550 West
Bountiful, Utah 84010

JIST Works, Inc.
720 North Park Avenue
Indianapolis, IN 46202-3431

Lawerence Hall of Science
Attn: Family Math
University of California
Berkeley, CA 94720

Micro-Intel
1200 Papineau Ave.
Montreal (Quebec)
H2K4R5
Canada

Mindplay
160 W. Ft. Lowell
Tucson, AZ 85705

National Institute for Literacy
800 Connecticut Ave, NW
Suite 200
Washington, DC 20006-2712

New Reader's Press
PO Box 888
Syracuse, NY 13210

Simon & Schuster Education Group
Cambridge, Globe/Fearon
1874 Harte Road
Jenkintown, PA 19046

World Education
44 Farnsworth Street
Boston, MA 02210-1211